



FDMS Version 4.5 Release Notes

Release Date: December 14, 2013

Contents

Release Summary	1
Work Queue	2
Menu Item.....	2
Work Queue Document List.....	2
Filter the Work Queue List	3
Document Center Summary.....	4
Re-assignment of Documents	5
Open Large Dockets Successfully	5
Delete Functionality	6
Upload Audio/Video/Macro-Enabled File Types	7
Select Records Schedule during Docket Creation	7
Document Permissions Tab.....	8
Change the Threshold to Run a Deduplication	8
Document Re-Assignment.....	9
Rename Pivot Folders in Deduplication Tree	10
Additional Enhancements	10
Defects Addressed	12
Known Issues in this Release.....	14

Release Summary

The FDMS.gov Beta version 4.5 release provides users with additional functionality including the introduction of Work Queue, Large Docket Tree, and Delete Functionality. The primary changes to FDMS.gov Beta for this release include the following:

- Work Queue
- Open Large Dockets Successfully
- Delete Functionality
- Upload Audio, Video, Excel Macro Enabled File Types
- Select Records Schedule During Docket Creation
- Document Permissions Tab
- Document Re-assignment
- Rename Pivot Folders in Deduplication Tree
- Change the Similarity Threshold to Run a Deduplication

Work Queue

FDMS 3.6 provided users with the Document Work Queue for re-assigning individual and groups of Documents. FDMS 3.6 did not provide the users with an efficient way to balance the workload among the Document Center staff. The Work Queue in FDMS 4 incorporates the capabilities from FDMS 3.6 and extends them with load-balancing capability. It also allows users to update the Document's current status assignee without making Non-Standard Assignments and/or Permissions.

Menu Item

A Work Queue folder was added to the Menu for all Agency Administrators and Docket Managers. The count represents the number of Documents within Dockets where the user is the Assigned Docket Manager (assigned by name or by group) that are currently assigned to the Assigned Docket Manager (user or group) or to one of the members of the Document Center. It only includes Documents that have been modified in the last year and are not in the Posted, Withdrawn, or DoNotPost status. Selection of the Work Queue menu item activates the Work Queue module, which consists of a Document list and the Document Center Summary.

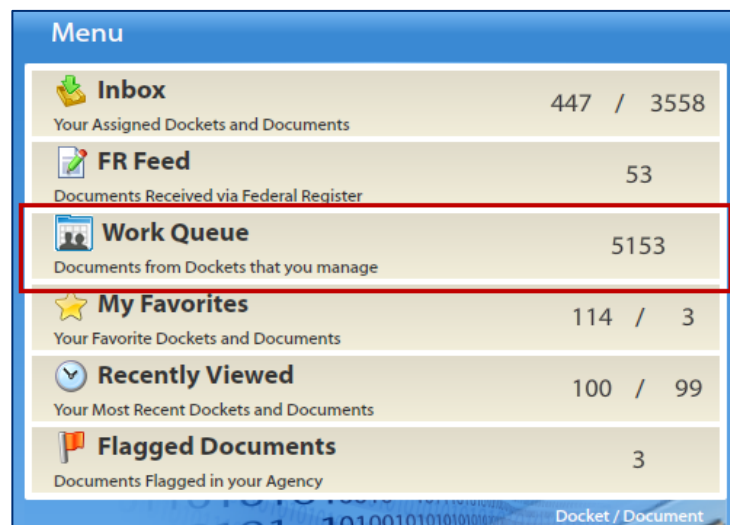


Figure 1 - Work Queue Menu Item

Work Queue Document List

The Work Queue Document list includes those Documents for which the Assigned Docket Manager is responsible. The list includes the Documents to match the count in the Work Queue menu item. The Document tab is active, but the Docket tab is not.

The Work Queue Document list includes a column for the Document's current status assignee between the Title and Type columns as well as a column for Attachment Count between the Status and Received Date columns.

ID	Title	Current Assignee	Type	Status
ERULE-2010-0007-DRAFT-0003	Comment from fn3 ...	AA, new Workqueue (ERULE)	PUBLIC SUBMISSIONS	Pending
ERULE-2010-0007-DRAFT-0004	Comment from s4 l4, ...	AA, Another (ERULE)	PUBLIC SUBMISSIONS	Pending
ERULE-2010-0007-DRAFT-0005	2011 Test Doc #2	AA, new Workqueue (ERULE)	OTHER	Pending
ERULE-2010-0007-DRAFT-0007	new new title	Admin, Agency (ERULE)	PUBLIC SUBMISSIONS	Pending
ERULE-2010-0007-DRAFT-0008	12 Great Cars You Ca...	AA, new Workqueue (ERULE)	PUBLIC SUBMISSIONS	Deferred
ERULE-2010-0007-DRAFT-0009	new new title	Admin, Agency (ERULE)	PUBLIC SUBMISSIONS	Pending
ERULE-2010-0007-DRAFT-0011	new new title	Admin, Agency (ERULE)	PUBLIC SUBMISSIONS	Pending
ERULE-2010-0007-DRAFT-0013	Twelve Great Cars Yo...	AA, new Workqueue (ERULE)	PUBLIC SUBMISSIONS	Pending
ERULE-2010-0007-DRAFT-0014	Twelve Great Cars Yo...	AA, new Workqueue (ERULE)	OTHER	Pending
ERULE-2010-0007-DRAFT-0015	new new title	Admin, Agency (ERULE)	PUBLIC SUBMISSIONS	Pending
ERULE-2010-0007-...	new new title	Admin, Agency	PUBLIC	Pending

Figure 2 - Work Queue Document List

Filter the Work Queue List

The filter for the Document list is enhanced to allow filtering of the list by the current status assignee. The filter is a pick list of all the assignees from the Documents in the list.

Document Filter

Type: ☐ NOTICES ☐ OTHER
☐ PROPOSED RULES ☐ PUBLIC SUBMISSIONS
☐ RULES ☐ SUPPORTING & RELATED MATERIALS

Status:

Date:

From:

To:

Current Assignee:

Figure 3 - Work Queue Filter

Document Center Summary

The Document Center Summary shows in the right panel when the Work Queue is activated. It provides a summary count of the Documents assigned to each person or group in the Document Center.

The list of users and group includes a) all users and groups in the Document Center group, b) the current user and c) the groups that the current user is part of. The list does not include the special group "Document Center" or the system roles, such as Docket Manager, which are implemented through the use of groups.

The users and groups that are part of the Document Center will have a delete icon so they can be removed. Other entries, such as the current user, will not have the icon. Removing a user or group takes effect immediately, but does not alter the assignments to that user or group.

The count listed under the "My Dockets" column will be the count of Documents assigned to that user/group for which the logged-in user is the designated Assigned Docket Manager. The count listed under the "All Dockets" column will be the total assigned to the user/group from all Assigned Docket Managers.

The Select User/Group button facilitates the addition of a new user or group to Document Center. Selecting the button will present the Select User or Group dialog. The dialog will not show current users and groups in the Document Center, the Document Center group, nor the system roles, such as Docket Manager.

Document Center Summary

Table shows counts of current document assignments for dockets where you are the Assigned Docket Manager and the total count of document assignments from all Dockets.

Select one or more documents from the list, the user or group you would like to re-assign them to and click the Assign button.

It is recommended that you limit the number of re-assignments to no more than 50 at a time.

User or Group Name	My Dockets	All Dockets	
<input type="radio"/> 10, Manager (ERULE)	3	56	
<input type="radio"/> 11, Manager (ERULE)	0	12	
<input type="radio"/> 12, Manager (ERULE)	1	4	
<input type="radio"/> 5, Build (ERULE)	1	4	
<input type="radio"/> AA, Another (ERULE)	1	1	
<input type="radio"/> AA, new Workqueue (ERULE)	464	617	
<input type="radio"/> AA, testworkqueue (ERULE)	0	6	
<input type="radio"/> Admin, Agency (ERULE)	4308	5517	
<input type="radio"/> Antonson, Erica (ERULE)	0	1	
<input type="radio"/> Benboww, Andrew (ERULE)	136	143	

Select User

Add users to the Document Center

Documents Selected: 0

Assign To Me

Assign

Figure 4 - Work Queue Document Center Summary

Re-assignment of Documents

The process for re-assigning the Documents is to a) select one or more Documents from the list on the left-hand side, b) select the radio button for the user/group you would like to re-assign the Documents to, and c) select the Assign button at the bottom right corner. You can select yourself or a group that you are part of to reassign the Document to yourself. Alternately, you may select the Documents and use the *Assign to Me* button to assign them to you. If you fail to select a Document(s) the *Assign* and *Assign To Me* buttons will prompt you to do so. If you fail to select a user or group, the *Assign* button will prompt you to do so.

The re-assignment of one or more Documents will trigger a refresh of the module. The Document List and Document Center Summary will reflect all changes from the current user and all other users in the system. For example, if two Assigned Docket Managers are doing re-assignments at the same time, the Document Summary will reflect the actions of both.

The screenshot shows the fdms.gov interface. On the left is the 'Work Queue' with a table of documents. On the right is the 'Document Center Summary' with a table of user assignments. At the bottom right, there are buttons for 'Assign To Me' and 'Assign'.

ID	Title	Current Assignee	Type	Status
ERULE-2010-0007-DRAFT-0003	Comment from f63...	AA, new Workqueue (ERULE)	PUBLIC SUBMISSIONS	Pending
ERULE-2010-0007-DRAFT-0004	Comment from f414...	AA, Another (ERULE)	PUBLIC SUBMISSIONS	Pending
ERULE-2010-0007-DRAFT-0005	2011 Test Doc #2	AA, new Workqueue (ERULE)	OTHER	Pending
ERULE-2010-0007-DRAFT-0007	new new title	Admin, Agency (ERULE)	PUBLIC SUBMISSIONS	Pending
ERULE-2010-0007-DRAFT-0008	12 Great Cars You Ca...	AA, new Workqueue (ERULE)	PUBLIC SUBMISSIONS	Deferred
ERULE-2010-0007-DRAFT-0009	new new title	Admin, Agency (ERULE)	PUBLIC SUBMISSIONS	Pending
ERULE-2010-0007-DRAFT-0011	new new title	Admin, Agency (ERULE)	PUBLIC SUBMISSIONS	Pending
ERULE-2010-0007-DRAFT-0013	Twelve Great Cars Yo...	AA, new Workqueue (ERULE)	PUBLIC SUBMISSIONS	Pending
ERULE-2010-0007-DRAFT-0014	Twelve Great Cars Yo...	AA, new Workqueue (ERULE)	OTHER	Pending
ERULE-2010-0007-DRAFT-0015	new new title	Admin, Agency (ERULE)	PUBLIC SUBMISSIONS	Pending
ERULE-2010-0007-DRAFT-0016	new new title	Admin, Agency (ERULE)	PUBLIC SUBMISSIONS	Pending

User or Group Name	My Dockets	All Dockets
10, Manager (ERULE)	3	56
11, Manager (ERULE)	0	12
12, Manager (ERULE)	1	4
5, Build (ERULE)	1	4
AA, Another (ERULE)	1	1
AA, new Workqueue (ERULE)	464	617
AA, testworkqueue (ERULE)	0	6
Admin, Agency (ERULE)	4308	5517
Antonsen, Erica (ERULE)	0	1
Bentbow, Andrew (ERULE)	136	143

Figure 5 - Work Queue Reassignment of Documents

Open Large Dockets Successfully

Some users reported performance related issues when attempting to open large Dockets. Any Docket with 20,000 or more Documents now opens in a tree format similar to the traditional Docket Tree; however, each folder will be minimized. Upon expanding a folder, the contents will be displayed in increments of 250 Documents. Users will have previous and next arrows to move between Document sets and can also view the Documents in the Folder Contents view in the right panel. Users will be able to access the Batch Options via the Large Docket Tree as they do in the traditional Docket Tree.

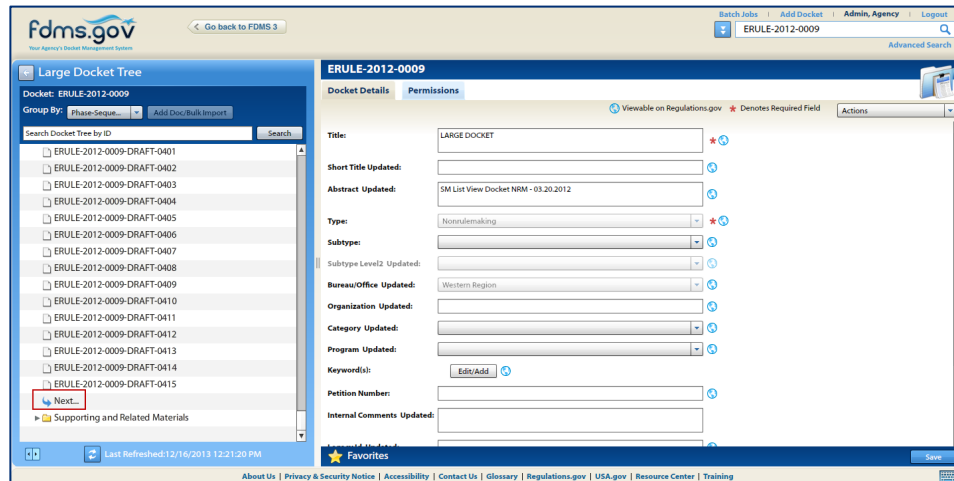


Figure 6 - Large Docket Tree (with Next Arrow)

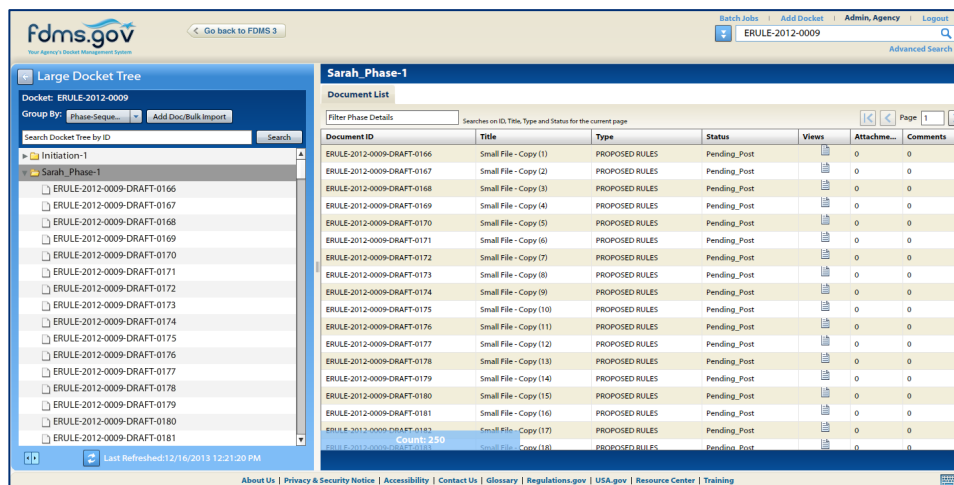


Figure 7 – Large Docket Tree (Folder Contents View)

Delete Functionality

Users have the ability to delete Documents from the Actions drop down on the Document Details page. Users can delete any non-posted Document from within the Docket. The user will receive a confirmation message prior to deletion. All deletions are final and cannot be undone.

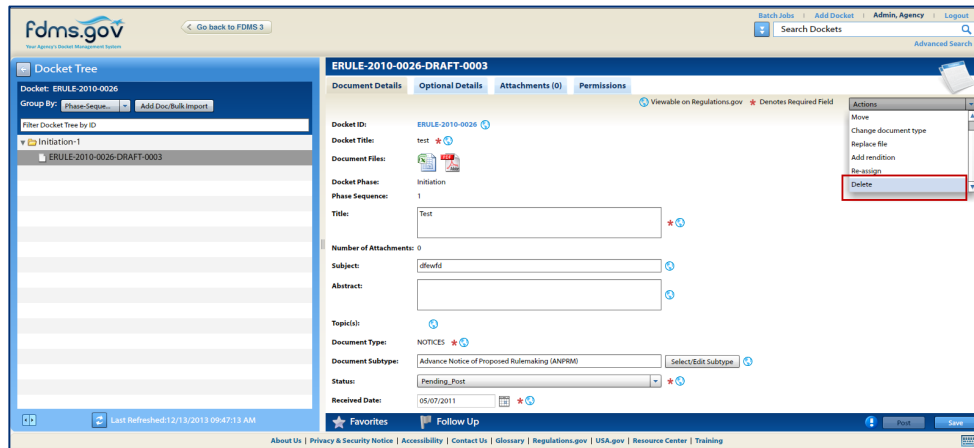


Figure 8 – Delete Action Drop Down Item

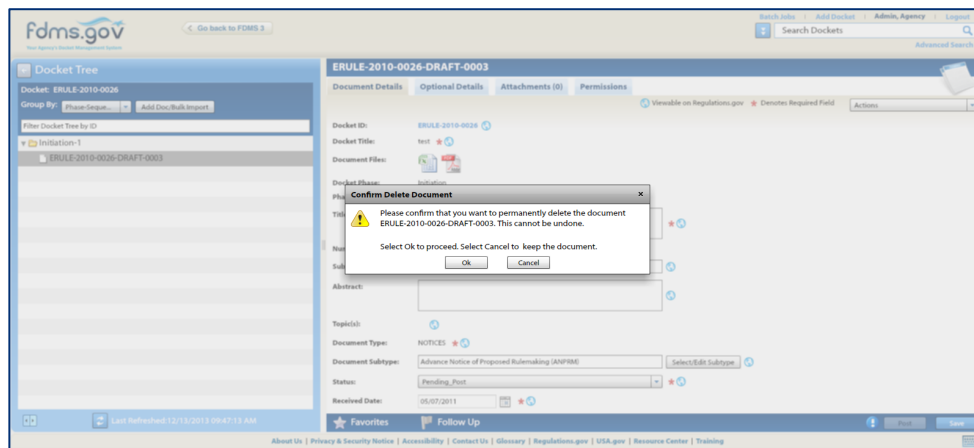


Figure 9 – Delete Confirmation

Upload Audio/Video/Macro-Enabled File Types

Users now have the ability to upload the following Document file types:

- The audio files accepted include: AVI, MP3, AIFF, WAV
- The video files accepted include: MPEG-2, Mov, MP4
- Excel macro-enabled files accepted: XLSM

Select Records Schedule during Docket Creation

Users with the appropriate permissions within a Records agency can designate the appropriate Records Schedule during Docket creation. After creation, changing that schedule must be done in the FDMS 3 environment.

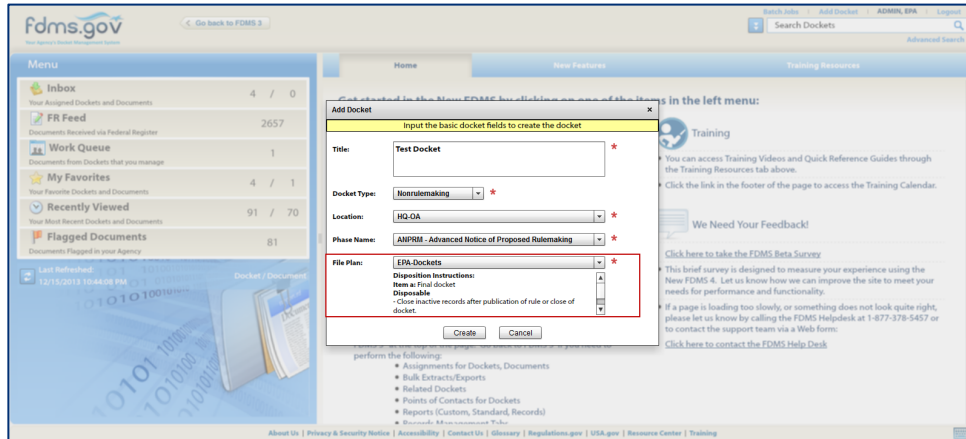


Figure 10 – Select Records Schedule during Docket Creation

Document Permissions Tab

The Permissions tab was added on the Document level. The Permissions tab will function the same as it does in FDMS 3.6.

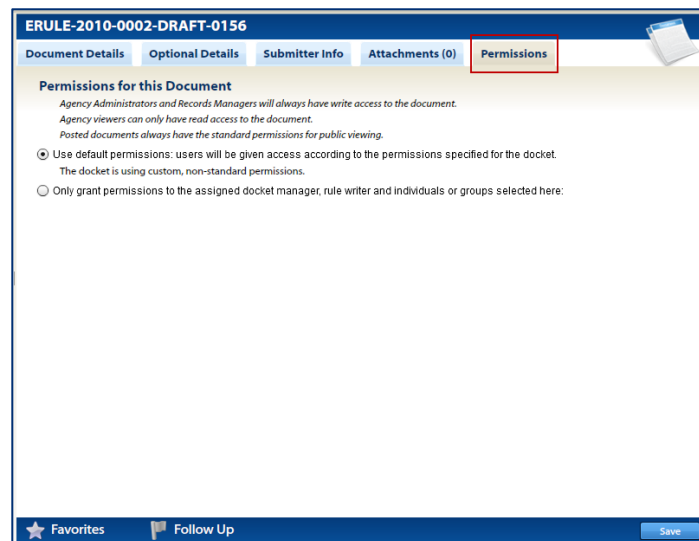


Figure 11 – Document Permissions Tab

Change the Similarity Threshold to Run a Deduplication

Users now have the ability to specify at what similarity threshold to run the Deduplication prior to submitting. In addition, users can now view the similarity threshold that the Deduplication was last run beneath the Deduplication Tree. Users have the ability to Rerun a Deduplication from Scratch at a new similarity threshold. The similarity threshold is displayed as a percentage with the default being 70%.

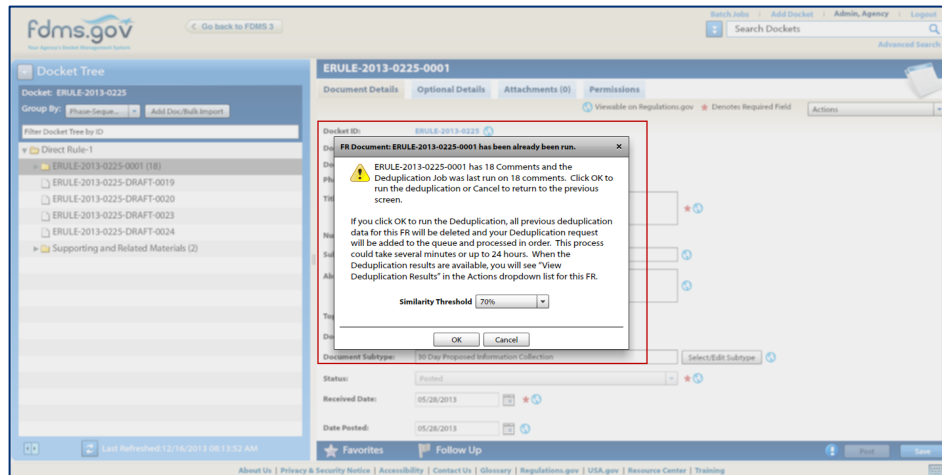


Figure 12 – Set Threshold for Deduplication

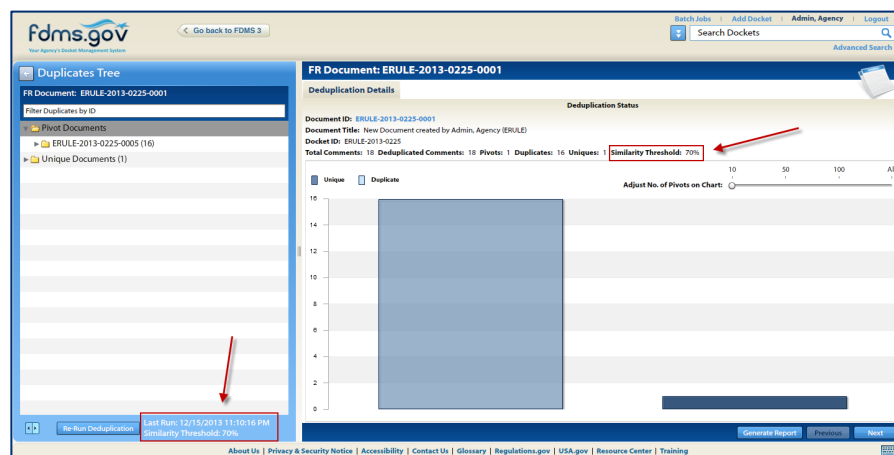


Figure 13 – View Threshold for last Deduplication Run

Document Re-Assignment

Users now have the ability to Re-Assign a Document from the Actions drop down. For a Non-Standard Document, re-assigning through the Actions drop down will change all Document Assignments. For a standard Document, re-assigning through the Actions drop down will only change the Current Assignee.

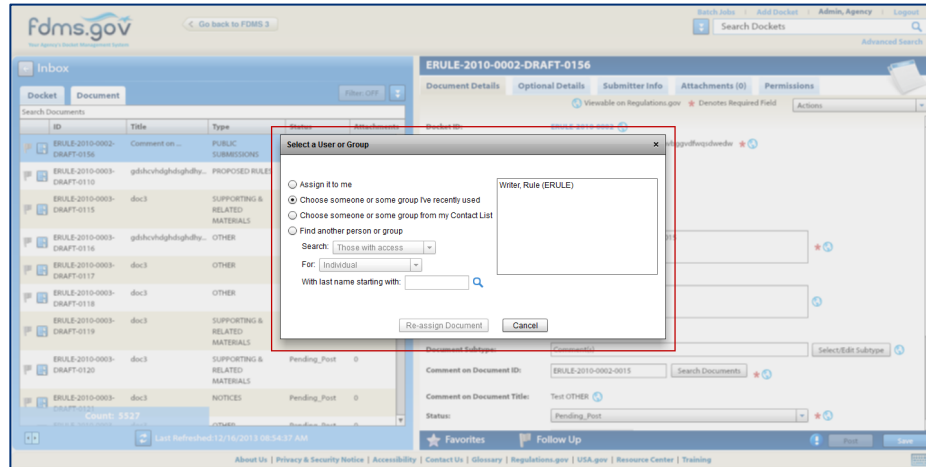


Figure 14 – Document Re-Assignment

Rename Pivot Folders in Deduplication Tree

Users can rename the Pivot Folders in the Deduplication Tree in order to identify the group of similar comments. For example, users can rename a Pivot Folder “Mass Mail 1” to show that all comments within the folder belong to the Mass Mail 1 campaign.

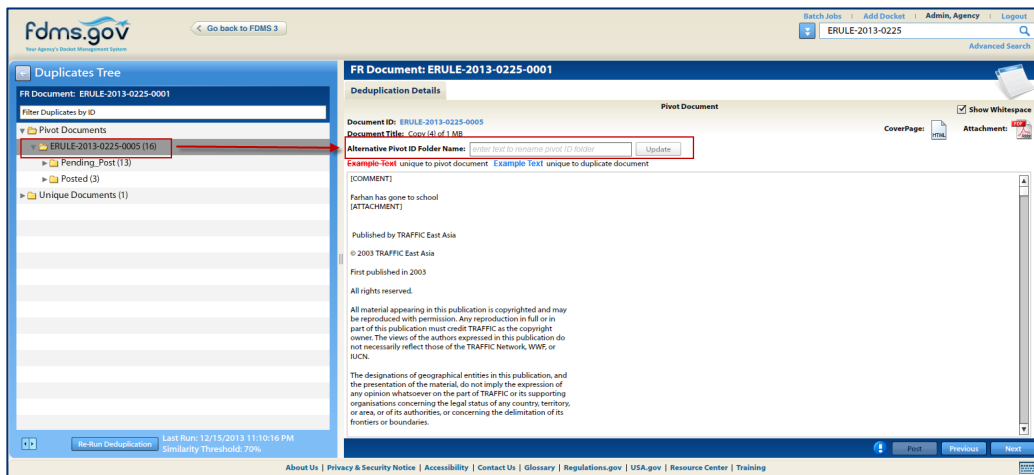


Figure 15 – Rename Pivot Folder in Deduplication Tree

Additional Enhancements

Accessibility

- Adjusted the low contrast links on the Login Page.

Add/Replace Files and Renditions

- Changed the technology used to transfer the files for Document Add/Replace file, Document Add Rendition, Attachment Replace File, and Attachment Add Rendition actions. Removed the file size limitation.

Advanced Search

- Docket Phase 2/Subtype now updates agency is selected
- Document Status drop down options now update when agency is selected
- Constrained width of Search ID selection.

Agency Configuration

- House and Senate options added to the Agency Type drop down on the comment form page.

Application Wide

- Added ability to Increase and Decrease font size using the Ctrl + and Ctrl – keyboard controls.

Attachments

- Changed the technology of the Import on the Attachment tab
- Removed the file size limitation

Deduplication

- Added a link to the Document ID on the Deduplication Tree
- Added counts for the Status folders on the Deduplication Tree
- Changed the algorithm for the search on the Deduplication Tree.

Document Details

- The Title box now shows three lines of text so users can view more of the title without clicking on Title box and scrolling through the title.

Footer

- Added a link to the Resource Center
- Added a link to the Training section of the Resource Center
- Added the USA.gov and E-Gov.gov links
- Removed the FAQ link.

FR Feed

- Removed the ability to withdraw FR Feed Documents
- Removed the ability to restrict FR Feed Documents.

Google Analytics

- Analytics added for FR Feed Usage
- Analytics added for *Go Back to FDMS 3* Button
- Analytics added for *Refresh* Button.

Homepage

- Added a link to return users to the FDMS 3 environment
- Improved queries
- *Home Tab*
 - Updated text
 - Added a link to the FDMS Help Desk web form
- *New Features Tab*
 - Updated text
 - Added FDMS 4 Release Notes in a drop down
 - Updated Known Issues
- *Training Tab*
 - Added updated QRGs, made the list a drop down and named items consistently
 - Added FDMS User Guides, made the list a drop down and named items consistently
 - Added the new FDMS 4 Overview video and named items consistently.

Login

- Defaulted users to FDMS 4 when accessing www.fdns.gov
- Added an Outage Message Box
- Replaced the Beta logo with the FDMS 3 logo throughout application
- Changed the tab header to read FDMS 4.

Menu Item Filters

- Changed the Document Type from a drop down to a check box
- Changed the Document Status from a check box to a drop down.

Unified Agenda Tab

- Added a note to the Unified Agenda tab that explains any changes made to the information on that page by a user will only show for the most recent publication.

Defects Addressed

Add Docket

- Updated the label from *Create New Docket* to *Add Docket* so that it is consistent with the *Add Docket* link.

Advanced Search

- Subtype Level 2 value selected by the user did not clear after selecting a different Docket Type or All Types. The Subtype Level 2 value is now empty after selecting other options.

Batch Processing

- Entering a long title during Batch Processing was resulting in an error. The issue is now corrected and users can enter up to 400 characters in the Title without receiving an error.

Bulk Import/Add Document

- General Comment Box, which is a required field, was blank after a Bulk Import. A Bulk Import now populates "See Attached" by default in the General Comment Box upon creation.
- Error message did not list the line item affected when a user attempted to add a duplicate Title for multiple Documents. The error message now displays the line number of the item with the duplicate title.

Deduplication

- Status was not showing in the Deduplication Tree previously. Status now shows on the Deduplication Tree.
- Clicking the Status folder was not interacting properly with the Batch Options screen. This issue was resolved.
- Clicking the back arrow from the Deduplication Tree was not bringing users back to the appropriate screen. Enhanced deduplication back arrow so clicking it returns the user to the last searched Docket or Document.

Docket Tree

- Status folders were not created appropriately within the Supporting and Related Materials folder. The issue was corrected and Documents are now showing in the correct Status folders.

Document Details

- The Current Assignee and Status set by fields were showing the user's internal name rather than the display name. This was corrected and the user's display name is now showing.

Flagging

- Flagged Documents were not showing as flagged in the Search Results. The issue has been corrected and flagged Documents are now showing appropriately on the Search Results.

- The Flagged Document count included all Flagged Documents for the agency, not just Documents in which the user had permissions. The count was corrected and only reflects those in which the user has permissions.

User Messaging

- The Timeout Message was technical in nature and difficult for users to understand. The timeout message is now more user friendly and less technical.

Known Issues in this Release

Add Document Screen

- Document number is cutting off on Add Document screen when more than 100 Documents are added at once.

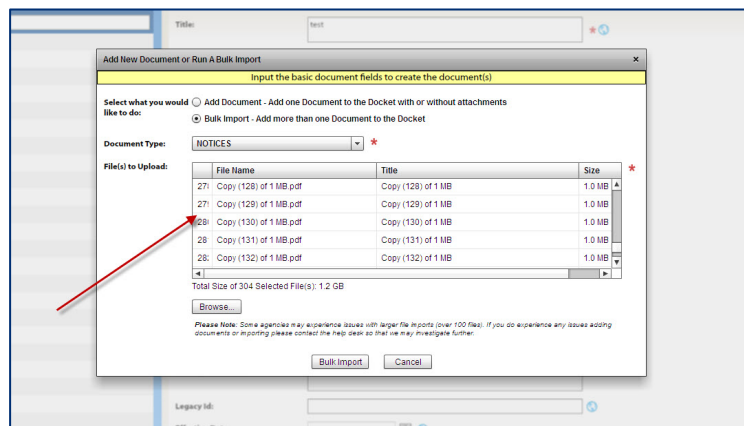


Figure 16 - Document Number Cutting Off

Document Deletion

- If a user deletes the last Document from the Docket Tree, the phase sequence continues to show as open. The icon next to the phase-sequence needs to be reset.

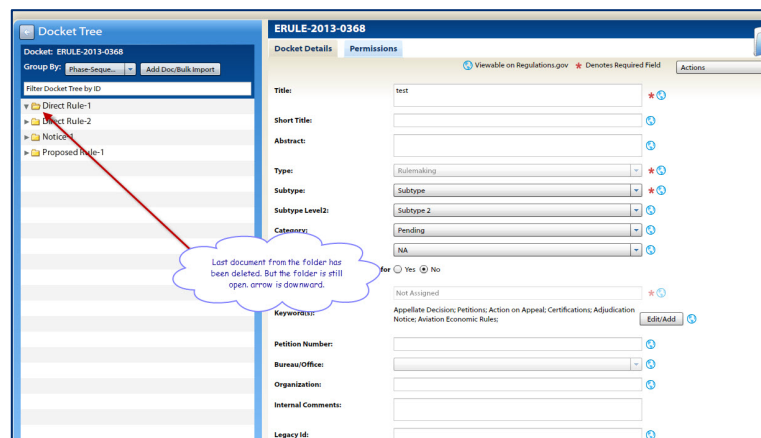


Figure 17 - Document Deletion Folder Arrow

My Favorites

- If a user adds a Docket/Document to My Favorites, the Docket/Document will be removed from the My Favorites list designated by another user.

Supported File Types during Document Creation

- Users with some versions of Mozilla Firefox cannot see all supported files during Document creation. The correct list is showing in Internet Explorer and most versions of Mozilla Firefox.

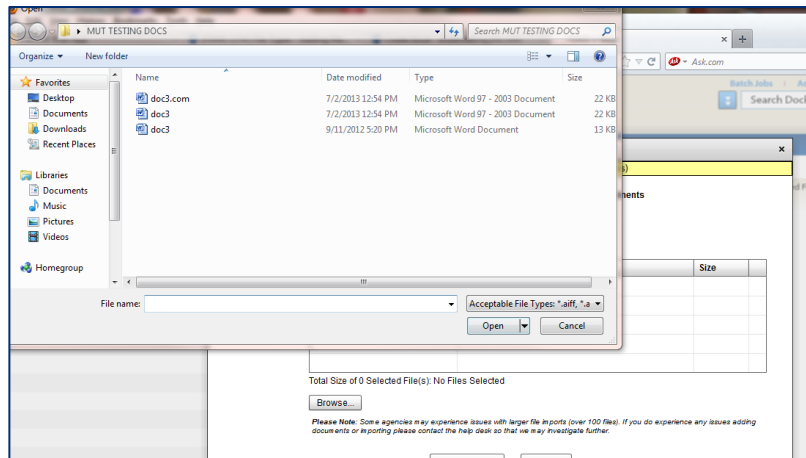


Figure 18 - Not All Supported File Types Showing